

BYLAWS OF LOVETTSVILLE EVENTS COMMISSION

◆ ARTICLE I — NAME AND PURPOSE

- *Section 1 — Name:* The name of the organization shall be **Lovettsville Events Commission**. It shall be organized under the auspices of the Town of Lovettsville.
- *Section 2 — Purpose:* **Lovettsville Events Commission** is organized exclusively for development, organization and delivery of events in the Town of Lovettsville.
 - **The purpose of this Commission is:**
 - **To support and conduct entertainment and events that celebrate the character, history and heroes of the Town of Lovettsville.**
 - **Develop programs and events within the Town that will support the Town and its businesses.**
 - **Provide events that bring the Lovettsville and Greater Lovettsville (surrounding areas) together.**

◆ ARTICLE II — MEMBERSHIP

- *Section 1 — Membership:* Membership shall consist of the Board of Directors.

◆ ARTICLE III — BOARD OF DIRECTORS

- *Section 1 — Board Role, Makeup, and Compensation:*
 - The Board is responsible for overall policy and direction of the commission, and delegates responsibility of day-to-day operations to its committees.
 - The Board shall be made up of the following positions:
 - President
 - Vice-President
 - Treasurer
 - Secretary/Public Relations
 - Safety Officer
 - Spring Work-Group Leader
 - Summer Work-Group Leader
 - Fall Work-Group Leader
 - Winter Work-Group Leader
 - Year-Round Work-Group Leader

- Mayor (ex officio and non-voting)
 - Town Manager (ex officio and non-voting)
 - Community Center Director (ex officio and non-voting)
 - Lovettsville Business Association representative (ex officio and non-voting)
 - Lovettsville Elementary PTO representative (ex officio and non-voting)
 - Other non-voting members representing civic groups and non-profit organizations.
- The Board receives no compensation.
- *Section 2 — Terms:* All Board members, other than ex officio members, shall serve two-year terms, but are eligible for re-appointment for a total of two consecutive terms.
- *Section 3 — Meetings and Notice:*
 - The Board shall meet at least quarterly, at an agreed upon time and place. Additional Board meetings, other than special meetings, shall require written notice at least two weeks in advance.
 - All meetings shall be placed on the Town calendar.
 - All meetings shall be open to the public and allow for public comment.
 - All meetings shall be recorded for public record.
- *Section 4 — Board Appointments:*
 - The Mayor of Lovettsville shall nominate, and by and with the advice and consent of the Lovettsville Town Council, shall appoint voting members of the Board.
 - The Board President must reside or work within the Town of Lovettsville.
 - The appointments/reappointments shall occur on the odd-numbered years for a term starting on July 1.
 - Appointed members of the Board serve at the pleasure of the Town Council.
 - No elected town official may fill any voting position on this Commission.
- *Section 5 — Quorum:* A meeting must be attended by at least fifty percent (5 members) of voting Board members to constitute a quorum (for business transactions to take place and motions to pass).
- *Section 6 — Officers and Duties:* There shall be four officers of the Board, consisting of a President, Vice-President, Secretary/public-relations and Treasurer. Their duties are as follows:

- *The President* shall convene regularly scheduled Board meetings, shall preside at all meetings of the Commission's Board of Directors.
 - The President shall vote only in the event of a tie.
 - *The Vice-President* shall assume the duties of the President in the event of the President's absence. The Vice-President shall also be responsible for overseeing the actions and progress of the Work-Groups.
 - *The Secretary/Public-Relations* shall be responsible for:
 - Keeping records of Board actions, including overseeing the taking of minutes at all Board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained.
 - Providing for the advertising and notification of any event that is sponsored, coordinated or otherwise supported by the Commission.
 - *The Treasurer* shall make a report at each Board meeting and forward a copy of each report to the Town Treasurer. The Treasurer shall prepare a budget, help develop fundraising plans, and make financial information available to Board members and the public. The Treasurer shall be required to make any and all financial dealings available to the Lovettsville Town Council.
 - *The Safety Officer* shall ensure the safety of all events. Their duties shall include establishing liaisons with all facets of public safety, writing a safety plan for every major event and inspecting events when practicable.
- *Section 7 — Vacancies:* When a vacancy on the Board exists mid-term, the Town will advertise for the vacancy when practicable and the Mayor shall appoint a replacement as soon as possible. These vacancies will be filled only to the end of the particular Board member's term.
 - *Section 8 — Resignation and Termination:* Resignation from the Board must be in writing and received by the secretary. A Board member may be removed for any reason by a majority vote of the Lovettsville Town Council.
 - *Section 9 — Special Meetings:* Special meetings of the Board shall be called upon the request of the Board President, or one-third of the Board's voting members. Notices of special meetings shall be sent out by the secretary to each Board member at least one week in advance.

◆ ARTICLE IV — Work-Groups

○ *Section 1 — Standing Work-Groups:*

- Their will be five standing work-groups:
 - Spring Work-Group (March-May)
 - Summer Work-Group (June-August)
 - Fall Work-Group (September-November)
 - Winter Work-Group (December-February)
 - Year-Round Work-Group
- The Spring, Summer, Fall and Winter work-groups shall be responsible for the development, organization and delivery of events during their respective seasons.
- The Year-Round work-group shall be responsible for the development, organization and delivery of concerts and movies on a regular basis to be held on the Town Green.
- These work-groups shall be responsible for providing coordination of all events happening within the town regardless of the sponsoring group or agency.
- In the case of events not sponsored by the Town, these work-groups shall ensure, at a minimum, Town coordination and advertisement of the event.
- Special effort should be taken to ensure that events do not interfere with each other and that events compliment whenever possible.
- Membership; the work-groups:
 - A. Members shall be appointed by the respective Leader.
 - B. Shall have up to 9 voting members.
 - C. May have as many non-voting members as needed to ensure that the mission of that work-group can be carried out.
 - D. Shall have no limits on the length of service for its members.
 - E. Leaders shall vote only in the event of a tie.

- *Section 2 — Ad-Hoc Committee/Work-Group Formation:* The Board may create other committees or work-groups as needed. The Board President appoints these ad-hoc chairs.

◆ ARTICLE V — AMENDMENTS

- *Section 1 — Amendments:* These bylaws may be amended when necessary by two-thirds majority of the voting members of the Board of Directors with the consent of the Town Council. Proposed amendments must be submitted to the secretary to be sent out with regular Board announcements.

◆ ARTICLE VI — PARLIAMENTARY RULE

Section 1 — Parliamentary Rules: The Commission shall observe *Robert's Rules of Order Newly Revised In Brief*, except as otherwise provided by these bylaws or by law.

◆ CERTIFICATION

- These bylaws were approved by majority vote at a meeting of the Lovettsville Town Council on **April 30, 2009**.

LOVETTSVILLE EVENTS COMMISSION

Board of Directors
President
Vice-President
Treasurer
Secretary/Public Relations
Safety Officer
Work-Group Leaders
*Mayor
*Town Manager
*Community Center Director
*LBA Representative
*PTO Representative
*Other members
* (Non-Voting ex-officio members)

